



## Cultural Facilities Program Invoice & Final Report

Organization Name			
Contact Person/Evaluator		Daytime Phone:	
E-mail Address			
Mailing Address			
Seattle Zip		Is this a change of address?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Briefly summarize the services provided.			
Date(s)		Location(s)	
Amount of Match	\$	Phase I – Invoice #1	\$
Amount of Award	\$	Phase II – Invoice #2	\$
TOTAL Match + Award	\$	TOTAL Phase I + Phase II	\$

### THIS INVOICE

Cultural Facilities Contract #		Invoice Number <input type="checkbox"/> of <input type="checkbox"/> (For example: Invoice 1 of 2)
Total Contract Amount	\$	Amount of Payment for this invoice \$

***I the undersigned***, do hereby certify under penalty of perjury, that the materials have been furnished, the services rendered or the labor performed as described herein, and that the claim is a just, due and unpaid obligation against the City of Seattle, and that I am authorized to authenticate and certify to said claim.

\_\_\_\_\_  
**Authorized Signature for Contractor\***

\_\_\_\_\_  
**Date**

(\*Must be the same signer as on the contract. If this is not the same signer, call or e-mail [kathy.hsieh@seattle.gov](mailto:kathy.hsieh@seattle.gov) (206) 684-7310.)

\_\_\_\_\_  
**Print name**

\_\_\_\_\_  
**Title**

*Signed Invoice and Final Report should be submitted within 30 days of completion of services, and  
NO LATER THAN the ending date on your contract. Please allow 4-6 WEEKS for payment.*

### (FOR ARTS & CULTURAL AFFAIRS USE ONLY)

Program Name \_\_\_\_\_ Cultural Facilities Program – Civic Partners

Contract Number \_\_\_\_\_ Org # **VIA02** Acct # **741190** Proj # **VAAR769**

Approved for Payment \_\_\_\_\_ Date \_\_\_\_\_

Group Number \_\_\_\_\_ Voucher # \_\_\_\_\_ Pay Date \_\_\_\_\_ Warrant # \_\_\_\_\_

## **FINAL REPORT - INSTRUCTIONS FOR WRITTEN REPORT AND ATTACHMENTS**

### **NARRATIVE (2 pages maximum – to be submitted with FINAL INVOICE ONLY)**

Please provide a brief report on your funded project in terms of the following two main topics. **You do not need to respond to all the questions and bullet points below** – they are meant to suggest what you might discuss. Be candid and as specific as possible. We love any anecdotes and quotes that personalize your accomplishments. This information helps us account for the impact of our funding on your organization and the city.

**Please put the name of your organization at the top of your narrative.**

#### **1) PROJECT DESCRIPTION & IMPACT**

- Briefly describe your project. What work was completed?
- Did this project have any particular impact(s) on your organization? Did it create any expected or unexpected opportunities? If so, what were they?
- Share a story, quotes or other information that may help us understand the impact of your project for your organization, your patrons, your artists, your community.

#### **2) AUDIENCE & PUBLIC BENEFIT**

- Describe any new patrons, service/s, program/s or partnership/s as a result of project completion.
- Share a story or something that stands out to you as demonstrating the audience, educational and/or community impacts of your project.

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## **ATTACHMENTS**

#### ☐ **REQUIRED – Sample Materials with Credit to City & Permanent Acknowledgement**

Attach up to 3 samples (not 3 copies of the same sample) of promotional materials (programs, posters, mailers, press releases, photo of signage) showing the required credit and permanent acknowledgement for the Office of Arts & Cultural Affairs.

#### ☐ **DESIRED – Send high resolution electronic photo images** of this project.

**Required with the images:** Please fill out the **Photo Submission Form** available on the funding program page of our Web site [www.seattle.gov/arts](http://www.seattle.gov/arts) and submit by e-mail or on a disk with your photos.

### **Mail your invoice and final report package to:**

Cultural Facilities Program, Office of Arts & Cultural Affairs, PO Box 94748, Seattle, WA 98124-4748